# PERSONNEL COMMITTEE MEETING April 25, 2018

The meeting of the Personnel Committee was called to order by County Clerk Liz Otto at 6:00 PM on Wednesday, April 25, 2018 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Robert Schweder Absent: Joe Gonyo

Robert Lyon Curt Talma Sue Wendt

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator; Lori Evans, SO Admin Asst; Mark Podoll, Sheriff; Amy Brooks, Hwy Commissioner

### **ELECTION OF CHAIR**

County Clerk Liz Otto called for nominations for chair of the committee. *Motion/second* (*Schweder/Lyon*) to nominate Joe Gonyo. *Motion/second* (*Schweder/Lyon*) to close nominations and cast a unanimous ballot for Gonyo for Chair. All ayes. Motion carried.

# **ELECTION OF VICE CHAIR**

County Clerk Liz Otto called for nominations for Vice-chair of the committee. Robert Lyon nominated Robert Schweder. No other nominations for Vice Chair. Clerk Otto declared Robert Schweder as Vice Chair. Schweder took over the meeting.

#### **MINUTES**

*Motion/second (Lyon/Wendt)* to approve the minutes of the March 22, 2018 meeting with no additions or corrections. All ayes. Motion carried.

# **CORRESPONDENCE** – none

# Update on hiring status of Ag, Education & Fair Coordinator LTE Position

County Administrator Cathy Schmit gave an update on the hiring process for this position. Applications are due by May 2, 2018 and interviews are scheduled for May 18. Schmit is hoping to have someone on board by June.

# Administrator report on Halogen annual performance evaluation process for 2017

County Administrator Cathy Schmit recapped the first year evaluation process with Halogen software. She stated that feedback from employees has been good. There will be a few changes for this year to include more job levels.

### Discussion and possible action on designation of positions as Exempt/Non-Exempt per FLSA

County Administrator Cathy Schmit handed out a list of county employee positions that can be designated as exempt per the Fair Labor Standards Act (FLSA). Exempt employees are not eligible to receive overtime or comp time but would still be allowed to accrue flex time. Discussion held.

*Motion/second (Wendt/Talma)* to approve the list of exempt positions as submitted by Administrator Schmit. All ayes. Motion carried.

# RESOLUTIONS/ORDINANCES

 Base Wage Compensation Adjustment for Employees with 10 Years of Service or More with Green Lake County

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County Administrator Cathy Schmit explained that this resolution would allow long term employees with good performance reviews to receive more competitive wages and eliminate some of the wage compression on the current wage scale. She stated that funding will come from 2017 funds not expended and carried over into 2018. Discussion held.

*Motion/second (Talma/Wendt)* to approve the resolution relating to Base Wage Compensation Adjustment for Employees with 10 years of Service or More with Green Lake County and forward to County Board for final approval. All ayes. Motion carried.

# **COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting** – Discussion held. Motion/second (Schweder/Wendt) to change meeting dates to the 2<sup>nd</sup> Thursday of each month at 6:00 PM. All ayes. Motion carried. Next meeting date will be June 14, 2018 at 6:00 PM. **Future agenda items:** 

#### **ADJOURNMENT**

Vice Chair Schweder adjourned the meeting at 6:21 PM.

Submitted by,

Liz Otto County Clerk